

The Jumpstart on an Elite Career

High tech, complex cutting edge systems and computers.

ENLIST INTO THE SUBMARINE'S ELITE RATING

- Operate computers, word processors, duplicating, audio recording and other office machines.
- As Executive Administrator and Office Manager, maintain responsibility for personnel, legal and administrative records.
- Write official letters, reports and correspondence.
- · Serve as office managers.

GREAT BENEFITS

- Opportunity for advanced professional training and college education through formal Navy schools and the Navy College Program.
- Receive comprehensive health, retirement and life insurance entitlements while traveling the globe.

CIVILIAN RELATED JOBS

- Office Administrator
- Administrative Assistant
- Legal Secretary

Enlistment Bonuses Available

Money for College

Reenlistment Bonuses

Submarine Duty Pay

HOW YOU CAN QUALIFY

- Be resourceful, have great typing skills and be people-oriented.
- Have the ability to be a team player with excellent oral and writing skills.
- Be able to work alone with little or no supervision or closely with others under close supervision depending upon assignment.
- Possess the ability to keep detailed and accurate records.
- All applicants must read and understand the Submarine Volunteer Statement of Understanding.
- Attain a qualifying score on the Armed Services Vocational Aptitude Battery (ASVAB).



